



## 2015-2016 Confidential Test Irregularity Report

This form is intended only for parents, concerned community members, and school personnel who are concerned about ramifications from local reporting of a test security incident. **In most cases**, school personnel should follow the test security incident reporting procedures through their system test coordinator.

### Instructions

Please complete the attached test security incident report.

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Report (TIR) is to be completed within five days of the incident.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.

### **Please respect student privacy**

- DO NOT include any student's name anywhere on the report.
- DO NOT save the file by the student's name.

### **Mail or FAX**

Please mail or fax the completed form to:

Judy Snow, OPI State Assessment Director,  
P.O. Box 202501  
Helena, MT 2501  
FAX to 406-444-0743

If you have questions, please contact:

Judy Snow, State Assessment Director, 406-444-3656 or [jsnow@mt.gov](mailto:jsnow@mt.gov)  
Angie Koehler, Administrative Assistant, 406-444-3511 or [akoehler2@mt.gov](mailto:akoehler2@mt.gov)  
Yvonne Field, Assessment Specialist, 406-444-0748 or [yfield@mt.gov](mailto:yfield@mt.gov)

## Confidential Test Security Incident Report

Date: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Role: \_\_\_\_\_ School and School System: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Assessment: \_\_\_\_\_

*(CRT Science, CRT-Alt Science, Smarter, NCSC Alternate)*

Test: \_\_\_\_\_

*(ELA non-performance task, ELA performance task, Math non-performance task, Math performance task, Science)*

Session Number/ID: \_\_\_\_\_

Grade: \_\_\_\_\_ State Student ID(s) \_\_\_\_\_

Describe the Incident: